

TRANSMITTAL SLIP		DATE
TO: <i>OL Registry</i>		
ROOM NO.	BUILDING	
REMARKS:		
<p><i>For publication</i></p> <p><i>Official file</i></p> <p><i>Pub'd</i></p> <p><i>1-15-80</i></p>		
		STAT
FROM: <i>OL / RPS</i>		

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. O-D/L		9 JAN 1980
2. Patty - Please proof	pt	14 JAN 1980
3. AED/OL	ben	14 JAN 1980
4. ED/OL	W	14 JAN 1980
5. A-D/L DD/L		14 JAN 1980
		15 JAN 1980

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS UC/P+PS Please attach MBO.

Attached is proposed LW 17-1 re Safety and Health. Formulation of the Committee and publication of this notice is consistent with actions required towards our FY 80 objectives.

Note: First report due to P+PS on 17 Jan.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
DC/P+PS	Phone No.

NOTICE NO.
LN 12-1

LN 12-1
SAFETY AND HEALTH
14 January 1980

ESTABLISHMENT OF A SAFETY AND HEALTH COMMITTEE WITHIN
THE OFFICE OF LOGISTICS

1. The Office of Logistics has a continuing responsibility to promote and encourage health and safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. Towards this end, an Office-level Safety and Health Management by Objective (MBO), OL 28-80, has been established to develop and implement a Safety and Health Program within the OL which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA) and other Government standards to assure safe and healthful working conditions for all OL employees. To implement this vital MBO, I have formed a Safety and Health Committee comprised of the following members:

Deputy Chief, Supply Division, OL - Chairman
Deputy Chief, Logistics Services Division, OL
Deputy Chief, Real Estate and Construction Division, OL
Deputy Chief, Printing and Photography Division, OL

Assistant Executive Officer, OL
OL/Security Staff - Safety Officer
Committee Coordinator - P&PS

2. The Committee will assist the D/L in the fulfillment of his safety and health responsibilities by:

(a) formulating and implementing a uniform Safety and Health Program within the OL designed to stimulate employee involvement and awareness;

(b) reviewing and coordinating all internal-sponsored safety and health programs to ensure uniformity and standard application;

(c) addressing and providing in the program requirements for periodic inspections, safety equipment, training, employee awareness programs, health and safety standards, and a program evaluation;

NOTICE NO.
LN 12-1

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14 January 1980

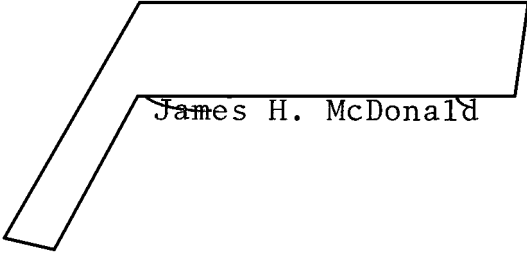
(d) participating in the translation of statutory requirements into practical applications within the OL and ensuring strict conformance to policy directives contained in OSHA and other regulatory statutes concerning safety and health standards.

3. The Committee should be guided in its efforts by the action plan contained in MBO OL 28-80. Quarterly reports for tracking the progress of this DDA objective will be required and are to be submitted to the Plans and Programs Staff, OL, on the following dates:

1st quarter - 17 January 1980
2nd quarter - 11 April 1980
3rd quarter - 11 July 1980
4th quarter - 10 October 1980

In addition, the Committee should be prepared to submit periodic reports of its accomplishments for inclusion in the required annual OSHA report.

STAT



James H. McDonald

Att:
MBO OL 28-80

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